



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

OFFICE TECHNICIAN (TYPING)

SALARY RANGE:	Range A: \$2,809 - \$3,515 per month <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent/Full Time
PROGRAM/DEPARTMENT:	Various Programs/Various Departments (*See Below)
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental Center has an opening for an Office Technician (Typing). The Office Technician (Typing) provides general clerical support and regularly performs the most difficult duties. The Office Technician (Typing) is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks; use of modern office methods, supplies, and equipment; business English and correspondence; principles of effective training. The Office Technician also performs assigned clerical work including the ability to spell correctly and make arithmetical computations; serve as a timekeeper for assigned staff; maintain and track data and report due dates; operate various office machines including photocopiers, facsimile machines, personal computers/typewriters; evaluate situations accurately and take effective action; read and write at a level required for successful job performance; prepare detailed reports, keep complex records; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; utilize computer programs including but not limited to Microsoft Word, Access, Excel and Power Point; meet with the public, volunteers, employees and consumers; communicate effectively; provides functional guidance providing customer service in a professional manner; keep current on specific laws, rules, office policies and procedures; schedule meetings, maintain appointment calendars; maintain database systems and track information.

WHO MAY APPLY: Candidates must possess Civil Service Eligibility to apply. Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Description and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearance. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

IMPORTANT NOTE: A California Department of Human Resources-Approved Typing Certificate demonstrating the candidate's ability to type a minimum of 40-wpm within a 5-minute timed test, issued within the last 4 years, is a requirement for appointment into this classification. Approved typing certificates may be issued by universities, colleges and/or business education schools. Typing tests administered on-line, by employment agencies, and tests longer in duration than 5 minutes are NOT approved by the California Department of Human Resources and cannot be considered. Applicants must submit a photocopy of their certificates when applying for this vacancy.

SEND YOUR COMPLETED (STD. 678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Examination Unit – Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

*Contact Karrie Hubbenette at (707) 938-6650 for a position in the General Services Department.

*Contact Marni Sager at (707) 938-6816 for a position in the Medical Services Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.